



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

VACANCY NOTICE

POSITION: Program Director, Disability Services for Students (DSS)

LOCATION: Office of Disability Services for Students
Initially located at the Knight Campus, Warwick, R.I.

REPORTS TO: Associate Dean, Office of Opportunity and Outreach

GRADE AND SALARY: CCRIPSA 14; Salary range begins at \$51,313
Hiring salary commensurate with education and experience

WORK SCHEDULE: Non-Standard, Monday-Friday
Evening/Weekend work may be required

SUPERVISES: Professional and Student Support Staff

JOB SUMMARY:

This position is responsible for leading and managing the Office of Disability Services for Students, including coordinating and implementing reasonable accommodations and services for students with disabilities under the mandates of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990 (as amended). This position is also responsible for managing the data information system, directing and evaluating program activities, supervising professional and support staff and collaborating with all areas of the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise institutional compliance with Section 504 and the Americans with Disabilities Act (ADA) and with other federal and state regulations concerning students with disabilities.

Direct outreach and service activities of the DSS Office.

Review documentation of disability, including psychological, medical, academic and educational assessments, and recommend reasonable accommodations for students.

Coordinate services and equipment necessary for reasonable accommodation, including assistive technology and software in the assistive technology labs.

Identify students' needs and refer to other departments and social service agencies when appropriate.

Develop and implement program orientations and other activities for students with disabilities and their parents.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

Act as a liaison, advocate and resource person for students with disabilities.

Identify and collaborate with public and private entities that provide services, assistance or information to students with disabilities, including other postsecondary institutions, social service agencies, secondary schools, etc.

Set up and maintain a database system for monitoring and reporting on the number students with disabilities, their needs and effectiveness of service delivery for program improvement purposes.

Develop and maintain department website and, as appropriate, social media tools of communication (Facebook, etc.).

Hire, train, and supervise new DSS staff.

RELATED DUTIES

Ensure accurate recordkeeping and confidentiality for program activities and participants.

Assist with budget development and prioritizing of resource allocations; guide long range planning efforts for disability accommodations and accessibility.

Keep professionally current by participating in department and college-wide activities and training, and, when appropriate, regional and national meetings.

Maintain a working knowledge of changing practices and legislation in the field of disability services.

Conduct information/in-service training sessions for faculty, staff and students regarding program objectives and compliance with ADA/504 and other disability issues.

Actively participate on assigned college and community committees as well as college-wide initiatives to promote the programs and foster an environment that is supportive of the target population.

Promote a positive, student-centered, success-oriented atmosphere in the department and program.

Communicate effectively with the Associate Dean and all other staff in order to ensure the continued successful operation of the Office.

Assist with institutional policy development related to disability services.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers and peripheral devices, such as printers and scanners, etc.

Must have access to and use of own transportation as travel for professional reasons may be required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Master's degree in education/special education, higher education administration, college student personnel, counseling, social work, psychology, or related field with a minimum of three years' professional experience providing direct service to students with a wide range of disabilities within a postsecondary institution.

Knowledge of and experience interpreting and applying Federal Regulation 504 and the Americans with Disabilities Act required.

Knowledge of and ability to interpret results of various types assessments and diagnostic tools used to diagnose different types of disabilities and make recommendations for reasonable accommodations.

Computer literacy required (Microsoft Windows based software); familiarity with BANNER and assistive software strongly preferred (e.g., Dragon Naturally Speaking, JAWS for Windows, Kurzweil 3000, etc.).

This position requires that the incumbent possess the ability to communicate effectively interpersonally and in writing within a culturally diverse institutional environment, be able to establish and maintain positive, collaborative relationships with students, faculty and staff, serve as an effective team member as well as have the ability to function independently, manage and prioritize multiple job assignments. The incumbent must be able to organize, coordinate and supervise professional and support staff, be able to interpret institutional policies, plans, objectives, rules and regulations and be able to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed reports and make recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups.

Travel for professional reasons may be required.

The successful candidate will have a high level of energy and maturity, the ability to encourage and motivate students and staff, work in a large, fast-paced environment and possess a sense of humor.

APPLICATION PERIOD: DECEMBER 27, 2012 – JANUARY 17, 2013

(This date includes a five-day grace period. Applications will not be accepted after 1/17/13 11:59 pm EST).

HOW TO APPLY:

To apply for this position, please go to CCRI's online recruitment site at <https://jobs.ccri.edu> and complete the online application. In addition to the application, a cover letter, resume and contact information of three references must be attached at the end of the application by the January 17th deadline. Finalists will be asked to provide official college transcript(s).

If you need assistance with the online application process, please contact Human Resources at 401-825-2311.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 825-2311 prior to the close of the application period.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

ACCESS502209
12/2012